



Class Title	Emergency Management Planner
Position Number	433
Department	Fire
Division	Emergency Services
Supervised By	Emergency Management Administrator

Nature of Work:

Performs experienced professional emergency management work assisting in the development, maintenance and analysis of James City County's emergency management plans including all support documentation. Coordinates planning projects and activities with County, State, regional entities, the public, and public or private agencies as directed.

Primary Duties:

- Develops, reviews, updates, and generally maintains all emergency plans within the Division.
- Attends meetings, conferences, and trainings as required to remain informed and participate in planning activities.
- Assists in the development of emergency management training, training schedules, and special topic programs, as well as exercises; participates in presentations, training, and orientations on emergency plans.
- Participates in emergency activations and exercises at the EOC (Emergency Operations Center) or as otherwise assigned.
- Performs other duties as assigned.

Job Preparation Needed:

- Bachelor's degree in planning, public administration or a related field supplemented by additional coursework and documented training in emergency management topics through post-graduate study, FEMA coursework, or a State emergency management program; or, any equivalent combination of education and experience providing the necessary knowledge, skills, and abilities.
- Valid Virginia driver's license and acceptable driving record based on James City County criteria.
- General knowledge of urban/regional planning, and emergency management principles, practices, organizations, and procedures.
- General knowledge of National Incident Management System (NIMS), Homeland Security Exercise Evaluation Program (HSEEP), the Citizens Corps Program, Urban Area Security Initiative (UASI), Special and Functional Needs, and Hazard Mitigation.
- Project management skills to manage time and resources to achieve compliance with all deadlines and requirements.
- Ability to develop and maintain cooperative relationships with colleagues, the public, and with all levels of management; must be able to work both in a team and independently.

Post Offer Requirements:

- Criminal history/sex offender check
- Driving record check
- Credential check

Introductory Period: 6 months

Post Hire Requirements:

- Periodic driving record check.

Job Locations and Conditions:

- Requires the ability to travel among various work sites.
- Work is performed primarily in an office setting. Operates general office equipment, including telephone, calculator, and computer keyboard and mouse, and copy and fax machines.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to report at a different time and location and to perform different duties as necessary.

General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.



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Verbal Abilities:

- Speaking/Talking: Must have ability to understand meanings of words and ideas associated with them and to use them effectively, comprehend language to understand the relationship between words and to understand meanings of whole sentences and paragraphs, present information or ideas clearly, answer telephone, radio, or switchboard; communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees, and communicate with County officials.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine, or measurement device.

Spatial Abilities:

- Not an essential job function.

Motor Coordination:

- Must have the ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed, to make a movement response accurately and quickly, to move the hands easily and skillfully, to work with the hands in placing and turning motions, to use telephone, use calculator, use copy/fax machine, manipulate computer keyboard and mouse. Finger dexterity is not essential to job function.

Physical Demands:

- Strength: lifting, push/pulling, and hold/carry are not essential job functions.
- Climbing: Must be able to climb extension ladder, climb 3 or more flights of stairs, and climb 3-4 steps.
- Standing, sitting, walking, running: Must have ability to: frequently (0-1 hours/day) stand, frequently (5-7 hours/day) sit, frequently (1-3 hours/day) walk. Must be able to walk on flat terrain. Running is not essential to the job.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands over 0-5 times per day.
- Seeing: Must be able to see to perceive or comprehend by the sense of sight and be able to focus with distinctness or clarity.

Driving:

- An essential job function.